

Hand Safety Week Instructions for Supervisors

9/16/09

Greetings Supervisors,

You are receiving a Hand Safety Week Bag in order to effectively lead your workgroup during Hand Safety Week.

Here are your instructions for the week of Sept 21, or during next shift rotation after Sept. 21.

1. Monday through Thursday (or next Rotation) - At the start of shift, or beginning of the day, plan a crew or workgroup safety meeting.
2. During your safety meeting, review the safety meeting topic of the day and listen to the audio on the last slide. The Safety Topic of the Day will be available by clicking on What's New, "Hand Safety Week" which leads you to the IIFLT website.
3. On Monday, distribute the Hand Safety Activity, Hand Safety Checklist, stickers, and glove clamps (enclosed in bag).
4. Throughout the week, ask your direct reports if they have any Hand Safety Activity Results to share.
5. Ask your work group about their greatest hand risk and what they are doing to prevent a hand injury.

If you or your team has any comments regarding Hand Safety Week, please direct them to the IIF Leadership Team email - [RRIIFLT](#) (subject: Hand Safety Week).

Thank you for your participation and care,

- *The Hand Safety Week Team*